CONFIDENTIAL

OTE 87-4000
9 JAN 1987

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

25X1 FROM:

Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses
25X1 During Fiscal Year 1987

25X1
1. Approval is requested to incur expenses allowed under

25X1
2. I believe the expenditure of appropriated funds is authorized _____ for the costs of four receptions and dinners in the Director's Dining Room during Fiscal Year 1987 for the participants in Ambassadorial Seminars. The first Seminar will take place on 12 February 1987. Dates for succeeding Seminars have not yet been confirmed.

3. We expect approximately 15 newly appointed Ambassadors and two Department of State officers at each session.

4. Other U.S. Government employees present, including their title and organizational affiliation, will be:

Robert M. Gates/EP   Deputy Director of Central Intelligence
Clair E. George/EP   Deputy Director for Operations

25X1

5. I certify that attendance of the individuals listed in paragraph 4 has been requested and is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost of each function is $450.

25X1

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Fiscal Year 1987

CONCUR:

_____   _____
Deputy Director for Administration   Date

I certify the availability of funds in the amount of $1800.

_____   _____
DCI Budget and Fiscal Officer   Date

APPROVED:

_____   _____
Executive Director   Date

25X1

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                During Fiscal Year 1987

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